

July 23, 1998

NOTICE TO PROSPECTIVE OFFERORS:

The purpose of this letter is to forward Amendment #1 to Statement of Need (SON)/Request for Proposal (RFP), #52-PAPT-8-00014, File Maintenance Repositories Support Services (FMRSS) which incorporates changes to Section L.19.

Additionally, the following general information is provided:

1. Definition for Material Handling Fee. In accordance with FAR 16.601(d)(2), Material Handling costs, when included as part of material costs, shall include only costs clearly excluded from the labor-hour rate. Material handling costs may include all appropriate indirect costs, allocated to direct materials in accordance with the contractor's usual accounting procedures consistent with FAR Part 31.

2. Current estimates of monthly volumes for the retirement of files, physical inventory of all files and re-boxing of files. There are no current estimates of the monthly volumes for the retirement of files, physical inventory of all files and re-boxing of files. The retirement of files and the physical inventory of all files will both potentially be requested as "special projects" and are not included in the file maintenance services (See Section C.1.0). There are no monthly estimates available for re-boxing of files. The Contractor will be required to re-box files when boxes are no longer in a manageable condition or as required.

3. Status of the move to the new warehouse. The File Repository Consolidation Effort is in the very beginning stages. The installation of shelving has been ongoing for approximately one-month. However, the physical movement of files from Cinderbed to Springfield started this week. The entire effort to include the completion of the installation of shelving and physical movement of files is projected to take four (4) months. In addition, as part of the consolidation effort the PTO has already ensured that both the PALM and TRAM systems are fully accessible at the new repository in order to facilitate file retrieval activities.

Any changes that result from Amendment #1 should be addressed in the proposal due not later than 3:00 p.m. local time on July 28, 1998 at the Patent and Trademark Office, Office of Procurement.

Your interest in this requirement is appreciated.

Sincerely,

Dora Sanders
Contracting Officer

Enclosures

AMENDMENT #1
STATEMENT OF NEED/REQUEST FOR PROPOSAL for
FILE MAINTENANCE REPOSITORIES SUPPORT SERVICES
For
The United States Patent and Trademark Office
SOLICITATION NUMBER 52-PAPT-8-00014
JULY 23, 1998

The purpose of this Amendment #1 to the STATEMENT OF NEED (SON)/REQUEST FOR PROPOSAL (RFP) for the File Maintenance Repositories Support Services (52-PAPT-8-00014) is to amend sections of the SON/RFP. Accordingly, the SON/RFP is amended as follows:

1. Section L.19, PHASE II - FORMAT OF OFFEROR RESPONSES TO STATEMENT OF NEED (SON)/REQUEST FOR PROPOSAL (RFP)

The subparagraphs were numbered incorrectly and are hereby amended as follows:

- a. Page 65, Revised Description of Approaches (Technical and Management) to include Quality Control and Quality Assurance is hereby changed from subparagraph #2 to #1.
- b. Page 65, Revised Staffing Plan, is hereby changed from subparagraph #3 to #2. First paragraph, line 4, delete reference "(See Section C.2.12)." Also, change the last sentence, top of Page 66, from "This narrative description may not exceed three (3) pages to "This narrative description is included in the five page limitation for the Revised Staffing Plan."
- c. Page 66, Revised Cost Estimate, is hereby changed from subparagraph #4 to #3. Also, change File Maintenance Services CLINs from 0001-0007 to CLINs 0001-0005 and Time and Materials CLINs from 0008-0009 to CLINs 0006-0007.

Except as provided in this amendment, all other terms and conditions of the SON/RFP remain unchanged.

52-PAPT-8-00014

AMENDMENT #1
SON/RFP

REPLACEMENT PAGES

65A AND 66A

L.19 (Continued)

Telecopier proposals and modifications of proposals are not permitted and will be disregarded if received.

Offerors are required to submit the following in response to the SON/RFP:

- Revised Description of Approaches, if necessary.
- Revised Staffing Plan (to include resumes of key personnel)
- Revised Cost Estimate

1. Revised Description of Approaches (Technical and Management) to include Quality Control and Quality Assurance

The offeror shall refine its technical approach submitted in response to the Project Agreement in order to demonstrate the offeror's capability of meeting the requirements of the PTO as stated in Section C. of the RFP. The offeror shall describe their approach to transitioning from the current contract to this contract. The offeror must describe how this transition will be accomplished without disruption to the services required by the PTO. This section is limited to ten (10) pages.

2. Revised Staffing Plan

This section shall demonstrate the offeror's capability of providing and retaining the required personnel for performance under any resulting contract. This section is limited to a maximum of five (5) pages. Resumes and contingency hiring agreements shall not be included in the five (5) page limit.

Resumes shall be limited to two (2) pages and, at a minimum, should include name, title, experience, qualifications (including previous assignments), percent of time dedicated toward this project, and whether the individual is employed by the prime or a subcontractor.

Sample resumes shall be provided for each skill set proposed by the offeror. Those personnel who are proposed as a subcontractor shall be appropriately identified. Resumes shall be limited to two (2) pages.

The offeror shall demonstrate that the necessary personnel resources are available to satisfy the requirements of this SON/RFP. The offeror shall provide a narrative description of how the offeror's staffing, recruitment, and compensation plans ensure that the required personnel resources will be maintained during the performance under the project. The offeror shall provide average turnover rate, in months of employment, and

L.19 (Continued)

how the offeror's staffing, recruitment, and compensation plans relate to employee turnover. This narrative description is included in the five page limitation for the Revised Staffing Plan.

3. Revised Cost Estimate

Offerors shall provide complete pricing in Section B (the Schedules) for a Firm Fixed Price, Requirements type contract for the file maintenance services (CLINs 0001-0005, together with fixed labor rates for the Unanticipated File Maintenance Projects CLINs (0006 and 0007) on a Time and Materials CLINS basis in accordance with Section B, Schedule of Prices table (base year and all option years) of the SON/RFP. Offerors must fully and adequately explain the cost estimates to include those costs for the subcontractor. Cost proposals, although not scored, will be evaluated for fairness, reasonableness, and realism to determine the ultimate cost to the Government.

Documentation to Support Costs: The Offeror shall provide separate cost proposals for each contract year as well as a summary cost proposal for the total period.

Additional, documentation shall be provided to support the basis for each cost element, i.e., breakdown of direct labor costs by labor category, including number of labor-hours and current actual or average hourly rates; cost breakdown of supplies, equipment costs and other direct costs. Indicate whether current rates or escalated rates are used. If escalation is included, state the degree (percent) and methodology. The identification of all proposed equipment that will be employed or used; consultants and subcontractors.

Compliance with Service Contract Act Wage Determination: Identify all employee classifications that will be subject to the provisions of the Service Contract Act. List the minimum amount required to be paid per hour by the Wage Determination and the amount to be paid to the employee. This must take into consideration the fringe benefit requirements specified in the Wage Determination. For all proposed employee classifications for which there is not a specific corresponding classification with the Wage Determination, provide the basis for your determination that the conformed rate provides a reasonable relationship to the prescribed classifications.

Cost Realism: An offeror's proposal is presumed to represent his best efforts to respond to the solicitation. Cost realism includes verifying that labor rates and indirect costs are current, realistic, auditable and reasonable. The same criteria applies to indirect rates, including, but not limited to, overhead, fringe, and general and administrative expenses. Reimbursable Government Non-Proposed other direct costs shall also be included in the total price. Any significant inconsistency, if unexplained, raise a fundamental issue of the offeror's understanding of the nature and scope of the work required and of his financial ability to perform the contract, may be grounds for rejection of the proposal,